

UNITED STATES DEPARTMENT OF AGRICULTURE

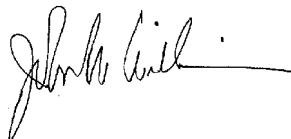
Farm Service Agency
Washington, DC 20250

Notice AS-2017

For: FFAS Employees

**FAXing Requests for Forms and Supplies to the
Kansas City (KC) Warehouse Using FSA-159**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

FFAS Offices are permitted to FAX requests for non-negotiable forms and supplies to the KC Warehouse using FSA-159. The correct FAX number for the KC Warehouse is preprinted in FSA-159, item 5, however, some FFAS Offices have been entering an incorrect area code for the FAX number when sending the request.

KCAO, Administrative Services Division was contacted by a private citizen in California who has been receiving FAXed FSA-159's for some time. The individual:

- forwarded the FAXed FSA-159's to the KC Warehouse
- notified the sending office of the error each time it occurred.

This problem has persisted and must be corrected immediately.

B

Purpose

This notice notifies FFAS Offices of the errors occurring in FAXing FSA-159 to the KC Warehouse and to provide corrective action.

C

Contact

If there are questions about this notice, contact Dorothy Malone at 816-926-6116.

Disposal Date

October 1, 2001

Distribution

All FAS, FSA, and RMA employees; State
Offices relay to County Offices

Notice AS-2017

2 Eliminating Errors When FAXING FSA-159 to the KC Warehouse

A

Corrective Action for All FFAS Offices

FFAS Offices shall take the following actions to ensure the correct FAX number is used when FAXing FSA-159 to the KC Warehouse:

- use the following:
 - FAX number 816-363-1762 only
 - legible copies of FSA-159 when FAXing so the correct number can be clearly seen on the form

Note: FSA-159 is available for online completion from the FSA Forms Online web site at:

<http://www.fsa.usda.gov/dam/forms/fsaforms.asp> The online version cannot be used to order negotiable documents. Printed copies are available from the KC Warehouse.

- if offices use either the auto-dial or speed-dial feature, check every FAX machine in the office to ensure that the correct FAX number is entered for the KC Warehouse.

B

Forms Design Change

MSD will change FSA-159 to enlarge the type size of the FAX number listed on the form to improve its legibility.
